



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

**Open: July 9, 2014**  
**Close: When Filled**

**JOB POSTING**  
**Athletic/Aquatics Coordinator**  
**Full Time**  
**Monthly Salary \$3,586**

**JOB SUMMARY:**

Under the direct supervision of the Recreation Manager, develops and coordinates activities of public athletic activities and aquatic programs.

**MINIMUM QUALIFICATIONS:**

- Must possess a valid Texas Drivers License
- Must possess a Bachelors Degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience
- Certified Pool/Spa Operator's License must be obtained within six months of employment
- Ability to supervise and manage athletic officials and referees, part-time Staff, Pool Manager, Swim Team coaches, Lifeguards and Swim Instructors

**SKILLS AND EXPERIENCE:**

- Works as a team with administrative or other professional personnel to ensure that the athletic programs, tennis programs and camps are well balanced, coordinated and integrated in the programming for The City of Bedford.
- Ability to effectively communicate both verbally and in writing
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Demonstrated knowledge of computer training, application of statistical technique and organization of athletic and aquatics activities.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ [www.bedfordtx.gov](http://www.bedfordtx.gov).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*